

Adopted: September 2001 , Revised: _____**Class Title: Purchasing Agent****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages the purchasing and storehouse programs. Formulates policies and directs their implementation. Responsibilities include providing materials management services to all City departments by directing the work of procurement and storehouse staff and resolving materials issues with multiple City departments and private sector vendors.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages the city's central procurement organization by receiving departmental requests, making assignments to appropriate staff member, reviewing work products, providing policy and procedural guidance as needed, administering personnel policies, reviewing documents, preparing reports, and coordinating participation.
2	S	Develops, implements, and interprets procurement policies by monitoring state legislation for potential impacts to the City's procurement law, directing all procurement activities to staff, ensuring consistent application of procurement principles, and reviewing state procurement regulations.
3	L	Represents the city by participating as a member of numerous teams and committees.

Adopted: September 2001 , Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience in public purchasing.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read legal documents, codes, contracts, proposals, correspondences and commodity specifications.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as basic algebra.
Writing	Work requires the ability to write legal documents, city ordinances, contracts, bids and proposals and correspondences.
Managerial	Managerial responsibilities include strategic planning in the procurement of materials.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Adopted: September 2001 , Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing, presentations, meetings, inventory review
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	F	Inter-office, to/from meetings, to/from inventory review
Lifting	R	Office supplies, files, documents, reports, books, manuals
Carrying	R	Office supplies, files, documents, reports, books, manuals, notebook computer
Pushing/Pulling	R	Files from file cabinet drawer
Reaching	F	Use of office equipment, file retrieval
Handling	F	Office supplies, files, documents, reports, books, manuals, notebook computer
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	R	File retrieval from cabinet drawer
Crouching	N	
Crawling	N	
Bending	R	File retrieval from cabinet drawer, inventory review
Twisting	R	File retrieval from cabinet drawer, inventory review
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading, writing, driving
Hearing	C	Telephone, co-workers, staff, supervisor, presentations, meeting
Talking	F	Telephone, co-workers, staff, supervisor, presentations, meetings
Foot Controls	F	Driving
Other (specify)	N	

Adopted: September 2001 , Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, motor vehicle, cellular telephone, pager, Standard Microsoft Windows and Office software, Internet/Intranet, Advantage Financial System software (AFIN)

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)